



# Administrative Assistant Outreach

## Alaska Avalanche Information Center, Inc.

[www.AlaskaSnow.org](http://www.AlaskaSnow.org)

**The Alaska Avalanche Information Center, Inc. is seeking to fill a part-time Administrative Assistant position.** The purpose of this Notice is to inform prospective applicants of this opportunity. This position is available for application immediately with employment starting September 12<sup>th</sup>. Apply by email to [info@Alaskasnow.org](mailto:info@Alaskasnow.org). Those that wish to be considered for this position must apply to the vacancy announcement by September 1st. All applicants who have applied to the announcement on or before the listed dates and found to be qualified and in the quality group will be referred for consideration. Employment site for this position is Anchorage or the Mat-Su Valley, Alaska. This is a part-time, seasonal, telecommute opportunity that has the potential for long-term, full time employment.

### **Anchorage/Mat-Su Valley, Alaska:**

Located in Southcentral Alaska, Anchorage is surrounded by millions of acres of spectacular scenery, unlimited recreation opportunities, minutes from Chugach State Park and includes both rural and urban areas. The Matanuska-Susitna Borough is located just 50 miles north of Anchorage and encompasses hundreds of miles of recreational land including the Chugach and Talkeetna mountains. There are also rural and urban areas in this part of Alaska and provides reliable access to Anchorage.

### **Duties of the position include:**

- Provide support to the statewide AAIC Executive Director as needed
- Assist in researching, writing, and production of a weekly snow and trail information bulletin for six to eight local radio stations with oversight from the ED or lead forecaster
- Organize, schedule and conduct avalanche awareness outreach for schools, organizations, companies and the general public
- Provide Media communications and briefings
- Correspond with sponsors, donors, members and supporters through direct contact, social media and newsletters
- Support and manage financial budgeting and tracking
- Network with other avalanche professionals during conferences and meetings

The position requires proficiency with Microsoft Office, publisher, excel, Quickbooks and other common computer software programs and requires some internet technology skills. Hourly pay for this position ranges between \$15.50 - \$22.85 DOE.

**The position will be advertised through [AlaskaSnow.org](http://AlaskaSnow.org), National Avalanche Center, Craigslist,**

**i** If you would like more information on the Alaska Avalanche Information Center, check out the following:

 [www.alaskasnow.org](http://www.alaskasnow.org)

 <https://www.facebook.com/Alaska-Avalanche-Information-Center-60290426822/> (Facebook)

 <https://twitter.com/AlaskaAvalanche> (Twitter)

***'Live to Ride Another Day!'***

# OUTREACH RESPONSE FORM

**Position Title: Avalanche Center Administrative Assistant**

**Location : Southcentral Alaska**

**Please respond with the following information by August 15 via email**

Interested applicants, or those desiring further information, should contact Debra McGhan, AAIC Executive Director. You may reach Debra at 907-982-0332, or by e-mail at [dmcghan@alaskasnow.org](mailto:dmcghan@alaskasnow.org) (please put your phone number on the e-mail message).

PERSONAL INFORMATION:

Date:

---

Name:

Address:

e-Mail Address:

Phone:

---

---

---

---

Statement of Interest – Please tell us about your past experience and why you are interested in this position?

---

---

---

---

---